

CITY OF HAYWARD

CRIME PREVENTION SUPERVISOR

DEFINITION

To plan, direct, supervise, evaluate, and review the work of the Crime Prevention Specialists, Community Services Officers, and volunteers; to perform a variety of responsible and complex work related to the crime prevention and other community-based programs.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class within the Crime Prevention Specialist series, performing the duties associated with the crime prevention and other community-based programs which includes problem-solving, analyzing statistics and developing strategies with higher level personnel to address crime prevention issues. This position provides lead supervision to the Crime Prevention Specialists, Community Service Officers, and the volunteers to ensure program goals are met.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a Lieutenant or Commander.

Provides technical and functional supervision over assigned personnel.

ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

1. Plan, assign, and oversee the development of the crime prevention programs (i.e. Downtown Ambassador Program, Community Collaborative Program, Neighborhood Alert, and Crime Stoppers Program, etc.)
2. Evaluate and train assigned personnel in conducting investigations and inspections (related to Beat Health) and provide feedback on their performance and results.
3. Review community complaints, evaluate issues/concerns and assign specialists to follow-up; prepare statistical and narrative reports.
4. Oversee the training of staff and enforcement of traffic regulations, ordinances, and laws related to abandoned vehicles and parking violations while working with the community and staff to address issues.

5. Facilitate and mediate neighborhood concerns of community members and develop preventive strategies.
6. Identify crime patterns and develop suspect information for patrol and investigative staff.
7. Make effective presentations to various community groups and City personnel.
8. Train assigned personnel on how to organize community events.
9. Instruct assigned staff on investigative techniques so that information may be shared with the City and outside agencies to be used in a proactive manner to help the community.
10. Sponsor landlord training and education for neighborhoods on how to access the proper personnel for multi-agency responses.
11. Prepare and review newsletter articles; oversee security surveys for both residential and commercial entities and make security-related recommendations.
12. Perform other related duties and responsibilities as required.

QUALIFICATIONS – Knowledge, Skills, and Abilities:

Knowledge of:

- A. Principles and practices of crime prevention techniques.
- B. Principles of assessing the needs of the local community and community organizations.
- C. Crime analysis.
- D. Safe work practices.

Ability to:

- E. Plan, assign, and evaluate the work of others.
- F. Train assigned personnel.
- G. Explains the laws and relay to the citizens of the community.
- H. Plan, utilize, and evaluate problem-solving strategies in response to community needs.

- I. Develop and maintain a positive work relationship with community leaders, co-workers, organizations, businesses, citizens and City departments.
- J. Compile and analyze statistical data and prepare written reports.
- K. Oversee a variety of programs and activities related to crime prevention.
- L. Communicate effectively, both orally and in writing; speak effectively in large and small group settings.
- M. Perform assigned duties with minimal direction.

EXPERIENCE AND TRAINING

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of increasingly responsible experience in crime prevention, community organizing or performing duties as a Crime Prevention Specialist in a department similar to the Hayward Police Department.

Training

Equivalent to the completion of twelfth grade. A Bachelor's Degree from an accredited university or college with coursework in crime prevention is highly desirable.

Licenses or Certificates

Valid California Class "C" driver's license.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and carry equipment and materials for community meetings weighing up to 35 pounds; be able to safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences and be clearly understood; conduct City business during day and evening hours, including occasional weekend and irregular hours; interact with the public and all different levels of City staff in an effective and professional manner.

PROBATIONARY PERIOD: One year

186CS

September 2001

Revised July 2008

AAP GROUP: 10

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt